



City of Kirkland Parks and Community Services Athletic Field Use Tier 2 Status Assistance Pilot Program

Athletic Field Use Tier 2 Status Assistance Program Outline

The City of Kirkland Parks and Community Services Department (PCS) provides the community with a connection to 58 athletic fields. Field use is permitted per the City of Kirkland Athletic Field Use Policy, which includes a tier process for application consideration (see below). The City of Kirkland also prides itself on being a welcoming and inclusive city and acknowledges sport interests have diversified since inception of Kirkland’s Athletic Field Use Policy. To blend these two philosophies and to foster the growth of successful new athletic program trends, Kirkland Parks and Community Services is conducting a pilot program and offering new, non-profit recreational programs an opportunity for temporary two-year status as a Tier 2 applicant during the field allocation and scheduling process. The anticipated result of connecting unique and emerging sports with Kirkland’s athletic field(s) is successful programs will gain a foothold in Kirkland and by year 3 be able to maintain Tier 2 status independently.

Field Use Priorities and Application Deadlines

Athletic field use is provided through an application and permit process, with various opportunities to apply. Leagues may apply:

- 1) To be included in the field allocation process, with specific deadlines applicable to each permitted season.
- 2) Outside of the allocation process, at any time, to be considered first come, first served, once the field allocation period is complete.

This program is applicable for field allocation process applicants.

The City of Kirkland divides the field use year into two seasons. The allocation of Kirkland’s athletic fields is conducted per Athletic Field Use Policy, with program priorities defined per season and by user groups. Season, program, application deadlines, and user priorities are:

Season and Athletic Program Priorities			
Season	Duration	Application Deadline	Athletic Program Priority
First	January 1 to July 31	December 1	Baseball, softball, lacrosse
Second	August 1 to December 31	May 1	Football, soccer

User Priorities			
Tier 1	Tier 2	Tier 3	Tier 4
City of Kirkland	Local Youth Recreational Programs	Non-Local Youth Recreational Programs	Non-league and social requests (i.e. camps, picnics, etc.)
Lake Washington School District	Local Youth Select Programs	Non-Local Youth Select Programs	
	Local Adult Programs	Non-Local Adult Programs	

“Local” is defined as a league comprised of 65% or greater from within Kirkland city limits for use of a City fields, or 65% or greater from within Lake Washington School District boundaries for use of Lake Washington School District fields.

Organization and Program Requirements for Tier 2 Status Consideration

The Tier 2 Status Assistance program provides the opportunity for new non-profit athletic programs to receive temporary Tier 2 status and receive application consideration prior to Tier 3. The following is required to be considered for Tier 2 Status Assistance:

1. Non-Profit Status
2. Participant Residency
 - First Year (at the time of application)
 - Minimum of 20% of league participants must be Kirkland residents (or LWSD if requesting LWSD fields)
 - Second Year
 - Minimum of 40% of league participants must be Kirkland residents (or LWSD if requesting LWSD fields)
 - Third Year
 - Minimum of 65% or greater Kirkland (or LWSD if requesting LWSD fields)
3. Uniqueness of Program
 - The program must provide a new recreational opportunity. For example, it could be a new sport, include a new age group, or serve a unique skill level.
 - Only one new like program is possible under the Tier 2 Status Assistance Program at a time. If two similar applicants apply for the same season, the program with the higher verified residency will be awarded the Tier 2 Status Assistance opportunity.
4. Marketing Campaign with a Kirkland Resident Focus
 - The applicant is required to actively advertise to the Kirkland community. An outline and samples of a local marketing campaign are required at the time of application submittal.
5. Partnering with Kirkland Parks and Community Services to offer recreational programs is also encouraged.
 - Partnering with Parks and Community Services could expose the Kirkland community to new and emerging recreational opportunities. Example partnerships include classes, youth camps, workshops, etc. offered through the City of Kirkland. Applicants are encouraged to request partnership consideration if so desired. Partnerships are most probable with advanced planning. Revenue sharing is required.

The benefit of Tier 2 Temporary Status is application consideration during the field allocation process. The following limitations are applicable:

- Tier 2 status does not apply to Athletic Field Use fees. Standard Athletic Field Use fees will apply based on residency.
- New programs will be reviewed for safety and field impacts. Field access is not guaranteed and may be denied.
- If approved, the number of hours and locations provided is at Staff's discretion, may be minimal and may be on an off-peak day of the week.
- The amount of field hours a program may receive will vary depending on Athletic Field Use Policies, the number of applicant participants, and the total volume of applications and participants within competing historic Tier 2 leagues.
- The league must meet the City's and District's standard application requirements.

Application Requirements for Tier 2 Status Consideration

To apply, applicants are to submit the following by the First Season or Second Season deadline listed above:

- 1) Athletic Field Use Tier 2 Status Assistance Program Proposal Form
- 2) And all Athletic Field Use Application Requirements

Language assistance is available upon request to aid with the application process.